

November 23, 2010

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-10 AND RELATED PAG CHANGES
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 5, Section 5.18 and Exhibit 5-2: Injury and Occupational Illness/Disease Recordkeeping; OSHA 300; and Submission of Forms CA-1, CA-2, and CA-7

1. Purpose. To update the Policy and Requirements Handbook (PRH), and related parts of the Program Assessment Guide (PAG), regarding the injury and occupational illness/disease recordkeeping process; OSHA 300, Log of Work-Related Injuries and Illnesses; the submission of Forms CA-1, CA-2, and CA-7 for Job Corps student injuries resulting in medical separation; and Exhibit 5-2, CA-7 due date and destination.

2. Background. Fiscal Year (FY) 2011 marked the beginning of the President's Protecting Our Workers and Ensuring Reemployment (POWER) initiative. POWER expands the previous initiative, Safety, Health, and Return-to-Employment (SHARE), by revising the four SHARE goals and adding three new measures. In addition to the CA-1 and CA-2 timeliness goal, the National Office of Job Corps is now expected to file Form CA-7, which is issued in conjunction with a CA-1 or CA-2 when a student is medically separated due to injury, **within 5 calendar days of student's signature.**

Due to the need for quick submission of the CA-7, and given the difficulty of doing this by completing a paper form and submitting via mail, the National Office of Job Corps will be submitting all CA-7s for Job Corps students through the Office of Workers' Compensation Programs (OWCP) electronic filing system. This change in submission process has been noted in PRH Chapter 5, Section 5.18, R1.f and in Exhibit 5-2. Further, the process of requesting approval from the National Office to submit CA-1 and CA-2s to OWCP, which has been standard practice for the past few years, has been added to PRH Chapter 5, Section 5.18, R1.c and d.

The OSHA 300, Log of Work-Related Injuries and Illnesses, replaced the OSHA 2014 as of January 1, 2005. In accordance with Occupational Safety and Health Administration (OSHA) recordkeeping standard, 29 Code of Federal Regulations (CFR) 1904.33, centers are required to maintain OSHA 301, 300, and 300A records for 5 years following the end of the calendar year that these records cover. At this time, any printed records should date back to January 1, 2005; therefore, all OSHA 2014 records are past the retention period. PRH Chapter 5, Section 5.18, R1.b, R3.b, and R4 have been changed to remove all references to the OSHA 2014.

3. Explanation of PRH Changes. The following changes in PRH Chapter 5, Management, have been made to update requirements regarding the recordkeeping process; the OSHA 300, Log of Work-Related Injuries and Illnesses; and the submission of Forms CA-1, CA-2, and CA-7:

- a. PRH Chapter 5, Section 5.18, R1 has been expanded to outline the student injury and occupational illness/disease recordkeeping process in SHIMS.
- b. PRH Chapter 5, Section 5.18, R1.b, OSHA 300, Log of Work-Related Injuries and Illnesses, has been revised by adding OSHA-recordable criteria and removing the following two sentences, which referenced the OSHA 2014: “The OSHA 300 replaced the OSHA 2014 Log beginning January 1, 2005. Centers are required to maintain copies of old OSHA 2014s so long as the form falls within the required 5-year period of retention.”
- c. PRH Chapter 5, Section 5.18, R1.c, CA-1, Notice of Traumatic Injury and Claim for Compensation, has been changed by adding the following sentence: “In the event that an injury requires separation from Job Corps, center staff must obtain National Office approval prior to forwarding a CA-1 to OWCP.”
- d. PRH Chapter 5, Section 5.18, R1.d has been revised to state, “CA-2, Notice of Occupational Disease and Claim for Compensation, is rarely used in Job Corps because there are very few cases of occupational disease or illness related to enrollment in Job Corps. If such a situation does occur, contact the National Office of Job Corps before filing a CA-2.”
- e. PRH Chapter 5, Section 5.18, R1.e, CA-6, Official Supervisor’s Report of Employee’s Death, the following sentence has been moved from PRH Chapter 5, Section 5.18, R1.f: “The center director must report student deaths to the National and Regional Offices within 6 hours of the event via Significant Incident Report (SIR).”
- f. PRH Chapter 5, Section 5.18, R1.f, CA-7, Claim for Compensation Due to Traumatic Injury or Occupational Disease, has been changed by adding the following language:
“The center should complete the CA-7 and have the student sign and date Section 7 of the form. In the event that the student is unable to sign the CA-7, the center director may sign as his or her authorized representative.

“Upon National Office approval to forward a CA-1 or CA-2 to OWCP in SHIMS, the center should fax or e-mail a copy of the completed CA-7 to the National Office for submission to OWCP. The National Office must file the copy sent to them by the center with OWCP within 5 days of the student’s signature.

“The original CA-7, signed by the student, should be filed in the student’s health folder.”

- g. PRH Chapter 5, Section 5.18, R3.b, OSHA 300, Log of Work-Related Injuries and Illnesses, has been revised by removing the following two sentences, which referenced the OSHA 2014: “The OSHA 300 replaced the OSHA 2014 Log beginning January 1, 2005. Centers are required to maintain copies of old OSHA 2014s so long as the form falls within the required 5-year period of retention.”
- h. PRH Chapter 5, Section 5.18, R4, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, has been revised by removing the following two sentences, which referenced the OSHA 2014: “OSHA 300A replaced the OSHA 2014 (Annual) Summary Report of Federal Occupational Illnesses beginning January 1, 2005. Centers are required to maintain copies of old OSHA 2014 Summary Reports so long as the form falls within the required 5-year period of retention.”
- i. PRH Exhibit 5-2, Plan and Report Submission Requirements: the CA-7, Claim for Compensation due date has been changed to state, “Within 5 calendar days of student signature,” and destination has been changed to “National Office (Paper form) by e-mail or fax.”

5. Explanation of PAG Changes. PAG Chapter 5 has been updated to reflect, exactly, each of the changes outlined above for PRH Chapter 5, Section 5.18.

6. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

7. Effective Date. November 23, 2010.

8. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, or Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov.

Attachments

A – PRH Chapter 5

B – PRH Exhibit 5-2

C – PAG Cover

D – PAG Chapter 5